

MICHIGAN EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW COMMISSION
MEETING MINUTES

DRAFT

Room Tower C
Grand Traverse Resort
Acme, Michigan

October 3, 2005

Subject to Commission Approval

COMMISSIONERS PRESENT

Kriste Etue, Chair
Amy Butler, Vice Chair
Brad Deacon
Kenneth Gembel
Christopher Johnson
Gregory Kirt
Tom Martin
Dawn Mills
Kenneth Murray
Gail Novak
Ida Shelly
Lori Simon
Arthur Tanis

COMMISSIONERS EXCUSED ABSENCE

Burton Eichler
James Miller
Grace Ranger

OTHERS PRESENT

Sandy Altschul, Wayne County LEPC
Herb Corey, Ingham County LEPC
Mark Hammond, Wayne County DHS/EM
Peter Hetzel, Allegan County LEPC
Susan Parker, DEQ
Larry Reaman, Alcona County LEPC
Tricia Smith, Oakland County LEPC
Bonnie Fighter, MSP/EMD
Anthony Katarsky, MSP/EMD
Diane Laban, MSP/EMD

1. **Call Meeting to Order.** The meeting was called to order at 1:00 p.m. Roll call was taken.

Chair Etue introduced herself and expressed her pleasure in being the new Captain of the Emergency Management Division. She made the recommendation that next year's SERC Commission meeting be scheduled such that participants may attend both the SERC and the MEMA meetings at the Fall Summit. Chair Etue pointed out that times have been added to the SERC agenda in order to move the meetings along. In addition, if an issue is raised which requires a large discussion, and that item is not on the agenda, she requested that Commission members put it in writing, do the research, and then bring it back to the table at the next meeting.

2. **Approve Agenda.** A motion was made by Commissioner Simon, seconded by Commissioner Johnson, to approve the agenda as submitted. Unanimous approval.

3. **Approve Meeting Minutes.** Commissioner Martin indicated that there was an error in the April 12, 2005, meeting minutes. Under *5. Committee Report, paragraph three, it should read "Commissioner Miller."* A motion was made by Commissioner Tanis, seconded by Commissioner Novak, to approve the minutes from the April 12, 2005, meeting. Unanimous approval. Meeting minutes will be approved as corrected.
4. **Allegan County Letter to Commissioners.**

Chair Etue made reference to a letter addressed to SERC members which was received by the Michigan State Police Emergency Management Division on September 21, 2005, regarding local LEPC needs. Chair Etue asked if Mr. Stan Babbit or Ms. Tami Renkoski were in the audience. Mr. Peter Hetzel, Allegan County LEPC, indicated that they were not present, however, he is representing Mr. Scott Corbin, Allegan County Emergency Management Director, who is one of the originators of the correspondence.

Chair Etue indicated that she asked Mr. Jim Porcello of the MSP/EMD Training and Exercise Section. to attend this meeting and offer explanation regarding some of the concerns in the letter. Mr. Porcello distributed a one page document entitled, "FY05 Hazardous Materials Planning Grant," which outlined the allocation of HEMP planning and training grant funds. Mr. Porcello explained that this report was formulated to explain how funding is distributed for the HMEP Grant to include funding sources and average cost per student administered by the Hazardous Materials Training Center (HMTTC). Mr. Porcello indicated that he also put together a comparison study to show what some of the other state agencies and colleges charge for their training.

There was discussion regarding whether this was a competitive grant nationwide. Ms. Bonnie Fighter explained that the HMEP comes from transportation funds from the trucking industry. It is distributed to the Federal Department of Transportation. They collect those funds in the Fall and they are distributed by state population, highway miles by state, and by the number of chemical facilities. Therefore, it is not really competitive—it is distributed according to those three items. There is a training grant and a planning grant, and the Federal Department of Transportation designates how much is to be used for training.

Chair Etue stated that at the next SERC meeting, we can give a small "snapshot" of how these funds are allocated out. She asked Mr. Hetzel if he would require a list from the Training Center indicating how many Allegan County first responders have participated and taken advantage of the opportunity to be trained. Mr. Hetzel indicated that the purpose of the letter was to request that alternative funding be investigated. He expressed his appreciation and understanding of the grant process, but reiterated that they are requesting that the SERC research how other states are funding their LEPCs, possibly in the form of a fee structure.

After some discussion, Chair Etue indicated that she believes it would serve training and LEPCs well if we remarketed what the classes are for, who should attend them, and that they are available. She injected that under the Homeland Security funds there has been training dollars available that many first responders have taken advantage of. Chair Etue reiterated that MSP/EMD is dedicated to training, and she has, in fact, asked Ms. Bonnie Fighter, and Vice Chair Amy Butler to conduct some free courses for people to attend so they can understand what an LEPC does and how important their role is.

5. **MSP/EMD Activity Report.**

Ms. Bonnie Fighter reported on the following

A booklet entitled "An Introduction to Michigan's Homeland Security and Emergency Management" was distributed to Commissioners. This publication was compiled for the Legislature in June 2005 by the Michigan State Police Emergency Management Division.

The LEPC database is currently being revised. This will require reentry of all LEPC members. There will be a mailing going out next week requesting information for the database. In addition, it will now

be a requirement that the chief executive of each county or city must certify their LEPC members. This database will be updated each year by November 1 so that current information will be available for DEQ's large, yearly December mailing.

The HMEP contracts will go out by the end of October to 55 LEPCs that applied to the 2005/06 grant. This year, 140 new plans were reviewed, and the LEPCs sent in notification that they did 678 plan reviews for the grant year 2004/05. We anticipate that the checks for these plans and reviews will be distributed by mid November.

Ms. Susan Parker of DEQ and myself hope to conduct two courses for LEPC members, free of charge, sometime in 2006. These will be a type of contingency planning course similar to what was offered in past years.

6. DEQ Activity Report.

Ms. Susan Parker reported on the following:

2004 Tier Two Report Year:

There were over 5,700 subject facilities, which is a net increase of approximately 350 facilities over 2003. There are 2,720 facilities subject to Section 302 emergency planning notification.

Tier II Manager:

The DEQ is in the process of putting an electronic reporting system in place to reduce a facility's burden of reporting Tier Two information to the DEQ, LEPCs, and fire departments. This is being done through a partnership agreement between DEQ and select LEPCs. Facilities will be able to submit their hazardous chemical inventory reports via the internet, and those that have EHSs above the TPQ will also be able to submit emergency planning information. The DEQ will be awarding grants to eight county-level LEPCs so that they can also purchase this program. The grant for the county-level LEPC will cover all LEPCs within the county. LEPCs that have this program will be able to receive Tier Two reports via the internet, and will not need to store hard copies of the reports. They will also have access to a program that uses the chemical data from the facility, state GIS data, and CAMEO to help them write emergency plans.

DEQ had hoped to be ready to award the grants at this conference, but there are some formalities that could not be addressed until after the start of the new fiscal year. The grants will be awarded before the end of the calendar year, and it is expected the program will be operational for this next reporting cycle.

For the 2005 report year, there will be four methods by which a facility can generate Tier Two reports: The Tier II Manager on the internet, the traditional paper report, the existing diskette software, and a new electronic program that will eventually replace the existing diskette program. The new electronic program was written last year and allows the user to generate the Tier Two report on their computer and then send it to us as an e-mail attachment. It contains more information than the existing diskette program and has more data checks in it which should result in better reports.

Training: Plan to schedule four Tier Two Reporting workshops in January 2006. Regional SERC Conference is scheduled for November 9 and 10, 2005, in Chicago, Illinois.

7. Commissioner Update Report.

Commissioner Murray made the suggestion to have photo identification cards printed with the SERC logo for all commissioners. Because commissioners were appointed by the Governor, Chair Etue pointed out that each commissioner would have received formal documentation. It was explained by commissioners, however, that this documentation is too large to carry to conferences. After a brief discussion, Chair Etue asked Commissioner Murray to present a design for such an I.D. card, and a vote will be taken at the next meeting

Commissioner Tanis indicated that his SERC appointment expired three years ago, and inquired regarding the Governor's status. Commissioner Novak indicated that she recently sent a letter to the Governor regarding her expired appointment and received a very nice response indicating their appreciation of her continuing to serve on the Commission. Chair Etue stated that she will bring this issue before the Governor's representative, with whom she communicates frequently. She also expressed her appreciation to all the expired SERC commissioners who have continued to serve.

Chair Etue addressed the Commission regarding the need for a SERC retreat for the purpose of reviewing the goals and objectives, and also so that commission meetings can be scheduled on a regular basis. She directed commissioners to the bottom of the agenda where two dates have been selected for SERC meetings: January 10 and April 11, 2006. She asked commissioners to inform her, as soon as possible, if they are unable to attend these meetings.

February 21, 22, 23, 28, and March 1 and 2, 2006, were proposed for the SERC retreat. After some discussion, it was decided that March 2, 2006, would be a good date for all. This will be a full day event, and lunch will be served. Location to be determined.

Chair Etue took this opportunity to introduce Mr. Tony Katarksy, who is the new assistant division commander for the Emergency Management Division.

8. Public Comments.

Mark Hammond, Wayne County Homeland Security and Emergency Management, indicated that he would like to take a more active role in LEPC activities.

Mr. Sandy Altschul, Wayne County LEPC, indicated that their LEPC gets very little, if any, information on SERC activities, meeting minutes, etc. that would be very useful if the LEPCs want to get more involved. He indicated that there are no longer any LEPC workshops, and there are a number of things that the LEPCs could use that would be useful. He stated that his county has questions regarding how the grant is working---the decision making process. How MSP/EMD is involved with that, how SERC is involved with that, etc. Mr. Altschul acknowledged Commissioner Ken Murray indicating that prior to him they did not have any representation at SERC meetings.

Chair Etue stated that she believes that getting more information out to our LEPCs is very important and this topic should be discussed. She indicated that the SERC retreat will be a good opportunity to discuss a number of issues and allow us to do things that were successful in the past by resurrecting them and making it go.

Commissioner Novak expressed her appreciation to Chair Etue, Bonnie Fighter, and the entire EMD staff, for allowing SERC commissioners to attend the Fall Summit. Chair Etue stated that she feels strongly that if commissioners are not getting trained on a regular basis, we cannot be as effective out in the field serving our local communities. She welcomed comments regarding the conference and urged everyone to bring it to the attention of the EMD conference staff.

Commissioner Tanis suggested to Chair Etue that she introduce the SERC Commissioners during her opening comments at the conference on Tuesday, October 4.

9. Adjourn.

Chair Etue thanked everyone for coming to the meeting and to enjoy the conference.

Commissioner Novak moved that the meeting be adjourned, seconded by Commissioner Simon. Unanimous approval. The meeting was adjourned at 2:00 p.m.